

Please sign back!

PAYROLL DEPARTMENT
IROQUOIS CENTRAL SCHOOL DISTRICT
P.O. Box 32
Elma, N.Y. 14059

DIRECT DEPOSIT APPLICATION – ALL REGULAR EMPLOYEES

PLEASE CHECK ONLY ONE BOX:

_____ START

_____ CHANGE – Important to show ALL accounts, not just additions or deletions.

_____ CANCEL – Checking this box will stop the ENTIRE direct deposit account.

EMPLOYEE NAME (Please print) _____
Last First M.I.

SOCIAL SECURITY NUMBER _____

VARIOUS ACCOUNTS:

Amount _____ Amount _____ Amount _____ Amount _____

Bank name _____ Bank Name _____ Bank Name _____ Bank Name _____

Routing # _____ Routing # _____ Routing # _____ Routing # _____

Check or Saving _____ Check or Sav _____ Check or Sav _____ Check or Sav _____

Acct # _____ Acct # _____ Acct # _____ Acct # _____

If you are doing an outside credit union, you need to make sure that they are members of the Automated Clearing House system. Additional information needed for credit unions:

Credit Un Address _____ Credit Un Phone # _____

DIRECTIONS FOR COMPLETING THIS FORM ARE ON BACK:

The account number has to be exactly correct. If there are any zeros in front of the account number, they are part of the number. To assure this, a voided check from your account should be submitted.

The direct deposit does not start immediately. The first payroll is a pre-note (dry run) and it will check your account numbers. If you want your entire paycheck to go into the account simply write "balance of net" in the amount line.

You can direct your paycheck into more than one account. There is room on this form for four different accounts, however, any number of accounts is allowed. If an employee has accounts with amounts and a net, the net account will be taken last.

Please turn in this slip to the Business Office. This will become effective on the second payroll after the initial submittal. If you have any questions please contact Nancy Swiston at ext. # 1205. Thank you.

CONFIRMATION STATEMENT:

I am signing this form stating that the given information is correct and should be inputted.

I understand that I should double check on my personal accounts after the initial process has started.

If I close any of these accounts, I will notify the Business Office immediately.

Signed _____ Date _____